

## 2003-2004 DISTRICT REPORT OF PLANNED NUMBER OF DAYS AND CLOCK HOURS OF PUPIL INSTRUCTION

EDUCATIONAL AGENCY	LEGAL NAME OF SCHOOL DISTRICT	DISTRICT CODE NUMBER	TELEPHONE (Area Code)
	ADDRESS	CITY	ZIP CODE

**Section 101(6) of the State School Aid Act, as amended, reads as follows:**

- (6) Not later than April 15 of each fiscal year, the board of each district shall certify to the department the planned number of hours of pupil instruction in the district for the school year ending in the fiscal year. In addition to any other penalty or forfeiture under this section, if at any time the department determines that 1 or more of the following has occurred in a district, the district shall forfeit in the current fiscal year beginning in the next payment to be calculated by the department a proportion of the funds due to the district under this act that is equal to the proportion below the minimum number of hours of pupil instruction under subsection (3), as specified in the following:
- (a) The district fails to operate its schools for at least the required minimum number of hours of pupil instruction under subsection (3) in a school year, including hours counted under subsection (4).
- (b) The board of the district takes formal action not to operate its schools for at least the required minimum number of hours of pupil instruction under subsection (3) in a school year, including hours counted under subsection (4).

**Section 101(10) of the State School Aid Act reads:**

A district may count up to 51 hours of professional development for teachers, including the 5 hours of online professional development provided by the Michigan Virtual University under Section 98, as hours of pupil instruction. A district that elects to use this exception shall notify the department of its election.

**Is your district planning to count any teacher professional development hours toward the minimum required 1,098 hours of student instruction?**    ☐ Yes    ☐ No

In accordance with Section 101 of the State School Aid Act, please fill in the information below and return this form by **APRIL 15, 2004** to the State address at the top of the page.

### SCHOOL YEAR 2003-2004 PLANNED DAYS AND CLOCK HOURS OF PUPIL INSTRUCTION

RANGE OF GRADES	TOTAL NUMBER OF PUPIL INSTRUCTION DAYS SCHEDULED	TOTAL ANNUAL CLOCK HOURS OF PUPIL INSTRUCTION FOR DAYS SCHEDULED	TEACHER PROFESSIONAL DEVELOPMENT HOURS COUNTING AS PUPIL INSTRUCTION HOURS

**CERTIFICATION:** I certify that the information submitted on this report is true and correct to the best of my knowledge.

DATE	SIGNATURE OF SUPERINTENDENT OR AUTHORIZED OFFICIAL
CONTACT PERSON	TELEPHONE NUMBER

**DIRECTIONS AND DEFINITIONS FOR:  
PLANNED DAYS AND CLOCK HOURS OF STUDENT INSTRUCTION  
(Form DS-4168-B)**

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**NOTE:** Beginning in 2003-2004, the minimum number of days that a district must offer pupil instruction to its student body is no longer in effect. State School Aid Act Section 101(3) reads, "Each district shall provide at least 1,098 hours of pupil instruction." Thus, the minimum number of hours remains at 1,098 hours for 2003-2004.

State School Aid Act 101(10) reads, "A district may count up to 51 hours of professional development for teachers, including the 5 hours of online professional development provided by the Michigan Virtual University under Section 98, as hours of pupil instruction. A district that elects to use this exception shall notify the department of its election."

The language in Section 101(10) means that if a district is providing professional development training for its teachers during the 2003-2004 school year that takes place at a time that students are not in attendance and receiving instruction, then that district may choose to count that professional development time toward the minimum required 1,098 hours for 2003-2004. No more than 51 hours of professional development may be applied to pupil instruction time.

Please respond by answering the following question:

Is your district planning to count any teacher professional development time toward the minimum required 1,098 hours of pupil instruction?

**Yes,** means your district is counting professional development time as pupil instruction time.

**No,** means your district is not counting any professional development time toward the 1,098 hours.

**Range of Grades---**Group the grade levels by those that have the same number of scheduled hours. This may be a grouping of grade levels such as kindergarten, elementary (grades 1-6), and secondary (grades 7-12). Another example of grouping would be kindergarten, elementary (grades 1-3), middle school (grades 4-6), junior high (grades 7-8), and high school pupils (9-12). Please report the actual grade levels. (The grade configuration in your district or building(s) may differ from these examples.)

**Total Number of Pupil Instruction Days Scheduled--**Report the number of days pupil instruction is scheduled for each range of grades. The number of instruction days for pupils to be included in this report are:

The number of days, from your district's original calendar,

**Minus (-)** the number of days school was canceled,

**Plus (+)** the number of "rescheduled" pupil instruction days.

*Example:* If the district's original calendar had 183 "pupil instruction" days scheduled and the district has already canceled six days due to inclement weather and the district has amended the original calendar to reschedule one of those canceled days, the number of pupil instruction days to include in this report would be 178 days (183 original days minus (-) 6 canceled days plus (+) 1 rescheduled day equals (=) 178 pupil instruction days).

**Total Annual Clock Hours of Pupil Instruction for Days Scheduled--**Section 101(4) of the State School Aid Act states that the first 30 hours for which pupil instruction is not provided because of conditions not within the control of school authorities, such as severe storms, fires, epidemics, or health conditions as defined by the city, county, or health authorities, shall be counted as hours of pupil instruction. Report the number of hours of pupil instruction scheduled for 2003-2004. The first 30 hours of instruction that were not provided because of uncontrollable conditions may be counted as hours of pupil instruction and may be included in this report. Therefore, the number of student instruction hours to include in this report are: the hours on your district's original calendar minus (-) the hours canceled plus (+) the hours pupil instruction was not provided (up to 30 hours) plus (+) the pupil instructional hours that were "rescheduled".

**Teacher Professional Development Hours Counted as Pupil Instructional Hours---**Report the number of teacher professional development hours that your district intends to count as pupil instructional hours.

**Certification---**Please sign and date this report. Also include a contact person and telephone number should there be any questions regarding this report.